

2022 Virtual PCT Training Seminar

# Session 6

Workplace Collaboration with ePCT, Shared Address Book, External Signatures, Document Reviews

**Tuesday, February 22, 2022**



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## Before We Get Started...

 **Recording**

A recording of this session will be posted to the Attendee Hub after the live session ends.

 **Questions**

Please enter questions in the Q&A feature in the Zoom menu.

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## Disclaimer

This is not legal advice. Reading these slides or attending this webinar or viewing a recording does not make you my client and does not make me your lawyer. This is an educational program. If you want legal advice, consult competent counsel who can learn your detailed situation and can give you advice about your situation.



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## A Word about Your Presenter

Yes I am often a consultant for WIPO, teaching this and many other PCT programs, live and recorded ...

in person and via webinar ...

I am also an opinionated private practitioner

Please join me in recognizing that I wear two hats from time to time during the webinar

When you hear me expressing opinions, then I am not speaking on behalf of WIPO, and instead I am merely speaking as a private practitioner



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## How Can You Ask Questions?

- Ask your questions in the “questions” box, not the chat box
- I might try to post some answers in the Attendee Hub later
- Consider posting some questions in the PCT Listserv (email discussion group sponsored by my firm)
- I might post some answers in my blog (Ant-Like Persistence blog)

## Today's Topic

The developers of the ePCT system have built into the ePCT system a delightful array of functions and features that make it very easy for colleagues within a firm or corporation to work together in the process that leads up to the filing of a PCT application. These functions and features also permit collaborative workflow externally, between a corporation and its outside counsel, for example, and between the practitioners and paralegals on the one hand and the inventors and client and corporate decisionmakers on the other hand. Even the participants who are dinosaur-like in their limited computer skills can participate through such functions as the external signature function. The Best Practices that we will discuss reduce greatly the risk of typographical errors and facilitate work across time zones.

## Collaborative Workflow

- Did I mention that ePCT is wonderful?
- One person can start an e-filing project in ePCT and save it
- Another person can open the project and continue work on it, and save it.
- Another person can open the project and review the project and e-sign it and e-file it.
- The participants are not required to be registered practitioners. They can be paralegals and legal assistants. They can be inventors and heads of business units.
- The participants can be at a corporation and at a law firm.
- The participants can be in various time zones.
- It can be set up that some participants can change things, and it can be set up that other participants can only view the e-filing project.
- The permissions granted to the participants are granular, specific to particular projects and application files.
- If a participant who needs to e-sign a document is a dinosaur, incapable of even the seemingly simplest online computer tasks, the “external signature” function can nonetheless permit that participant to e-sign with nothing more than basic email and web site skills.
- The access permissions can carry forward to permit access later after the PCT application has been filed. A participant with view-only access prior to e-filing will continue to have view-only access after the application has been e-filed.
- Did I mention that ePCT is wonderful?

## Address Book

- An ePCT user can set up an “address book” containing names that are used again and again.
- Applicant names, inventor names, agent names.
- If the user manages somehow to spell everything about an applicant or inventor or agent correctly once, then this saves ever having to worry about misspelling things in the future.
- If the user manages to get the facts about an applicant or inventor or agent correctly once (for example citizenship, registration number, domicile, email address) then this saves ever having to worry about making mistakes about these facts in the future.
- The user can “drag and drop” an applicant or inventor or agent into a PCT Request with just a couple of mouse clicks.
- The user can share the address book with colleagues with just a couple of mouse clicks.
- The colleagues can then “drag and drop” an applicant or inventor or agent from the shared address book into a PCT Request with just a couple of mouse clicks.
- This saves time, but more importantly it reduces mistakes.
- Did I mention that ePCT is wonderful?

# Dinosaur Signers

## The problem:

The people who actually know how to do things in the office don't have authority to sign documents.

## and

The people who have authority to sign documents don't actually know how to do things in the office.

## The "external signature" function saves the day!



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# "External Signature" Function

- You prepare a document or an "action" in ePCT and get it ready for signature.
- You select "external signature" and indicate the email address of the dinosaur. You click a button that says "Review & send for signature".
- The dinosaur receives an email with a link to a web page.
- The dinosaur clicks on the link and it opens the web page.
- The dinosaur looks at the web page.
  - Choices include:
    - Reject document (and provide an optional remark)
    - Approval and sign (with character-based signature)
    - Approve and sign (with image-based signature)
- The dinosaur carries out one of these choices and clicks "Submit".
- The e-signed document returns to you in ePCT.
- You e-file the e-signed document in ePCT.



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## “External Signature” Function

- Note that the actual document being e-signed does not get communicated through this function.
- You need to communicate it in parallel, perhaps by email or through a shared file server or by fax or handing it to the dinosaur in person on paper.

The screenshot shows a web form titled "SIGNATURE" with a "Tissue" button in the top right corner. The form contains the following fields and options:

- Name \***: BARDINI, Ann [Applicant and inventor]
- Signature type \***:
  - Text signature
  - Image signature
  - External signature
- Email address \***: ann.bardini@wipo.int

At the bottom right of the form are "Cancel" and "Add" buttons. Red boxes highlight the "External signature" radio button and the "Email address" field.

Save draft    Preview R0/101    Close    **Review & send for signature**

## SIGNATURE

Name BARDINI, Ann	Name of signatory	Capacity / Position in company	
Signature /Send signature request to ann.bardini@wipo.int/			

**WIPO | ePCT**

### External signature request - New IA - Ref1234

You are requested to review and sign the following document by clicking on the link below

Document type	New IA
External signature request ID	jhH6K2hHW7De
Requested by	Ann Bardini <a href="mailto:ann.bardini@wipo.int">ann.bardini@wipo.int</a>
Date/Time	14 May 2018 14:12:00 CEST
Request expires on	21 May 2018 14:09:24 CEST

The content of the document requiring review and signature will be made available to you by the person who submitted the external signature request  
Link to access the external signature request [Click here](#)

WIPO ePCT EXTERNAL SIGNATURE REQUEST MAY 14, 2018 2:18 PM CEST ENGLISH

## EXTERNAL SIGNATURE REQUEST

The content of the document requiring review and signature will be made available to you by the person who submitted the external signature request.

Document type <b>New IA</b>	International Application Number	Applicant/agent's file reference <b>Ref1234</b>
External signature request ID <b>jh8K2hHW7dc</b>	Requested by <b>Ann Bardini</b>	Date and time <b>14 May 2018 14:09:24 CEST</b>

Select action \*

Approve and sign document

Name  
BARDINI, Ann

Signature of Applicant/Agent \*

Text signature  
 Image signature

Should include name

Signature \*

Submit

WIPO ePCT EXTERNAL SIGNATURE REQUEST MAY 14, 2018 2:18 PM CEST ENGLISH

## EXTERNAL SIGNATURE REQUEST

The content of the document requiring review and signature will be made available to you by the person who submitted the external signature request.

Document type <b>New IA</b>	International Application Number	Applicant/agent's file reference <b>Ref1234</b>
External signature request ID <b>jh8K2hHW7dc</b>	Requested by <b>Ann Bardini</b>	Date and time <b>14 May 2018 14:09:24 CEST</b>

Select action \*

Reject document

Name  
BARDINI, Ann

Remark \*

Submit



WIPO | ePCT EXTERNAL SIGNATURE REQUEST MAY 14, 2018 2:19 PM CEST ENGLISH

## EXTERNAL SIGNATURE REQUEST

The person who submitted the external signature request will be notified that the following document has been signed.

Document type <b>New IA</b> External signature request ID <b>jhH6K2hHW7Dc</b>	International Application Number Requested by <b>Ann Bardini</b>	Applicant/agent's file reference: <b>Ref1234</b> Date and time <b>14 May 2018 14:09:24 CEST</b>
----------------------------------------------------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

WIPO | ePCT

### ePCT Notification: Document signed - New IA - Ref1234

This is to notify you that the following document has been signed

Document name	New IA
Signature request ID	jhH6K2hHW7Dc
Signed by	BARDINI, Ann <a href="mailto:ann.bardini@wipo.int">ann.bardini@wipo.int</a>
Date/Time	14 May 2018 14:19:58 CEST

NOTE: This is an informal notification for information only.  
Access the international application directly in [ePCT](#)

## “External Signature” Function

Ask yourself: should this even be necessary?

Maybe everybody in the office could just learn how to use ePCT?

It's not that hard to learn to use ePCT!

**Polling Question**

## Doing e-Handshakes

- To share an e-filing project with somebody, you need to have previously done an e-handshake with that person.
- It means that person needs to have previously gotten a WIPO user ID and password.
- But more importantly, it means that person needs to have previously gotten two-factor authentication set up for his or her WIPO user ID (WIPO calls this “strong authentication”)
- This means that you need to pester everybody you know to get a WIPO user ID and password **now**.
- This means that you need to pester everybody you know to set up two-factor authentication for their WIPO user ID **now**.
- Of course it goes without saying that you yourself have already gotten your own WIPO user ID and password some time ago. You are trendy, modern, and up-to-date.
- And of course it goes without saying that you yourself have already set up two-factor authentication for your WIPO user ID some time ago. You are trendy, modern, and up-to-date.

## Doing e-Handshakes

- Some people get the idea that it is somehow risky to do an ePCT e-handshake with others.
- This is false.
- Doing an e-handshake in ePCT with somebody else does not allow them to see any of your stuff.
- It does not allow you to see any of their stuff.
- The only way that they will get to see any of your stuff is if you then proceed to do more mouse clicks to deliberately give them access to your stuff.
- Even then, you will be specifically picking particular files or things to give them access to.
- If you do give somebody access to a particular file, you can specifically pick what kind of access they get. For example you can make them a mere “e-Viewer” meaning that they cannot change anything.
- If you ever wonder who has access to a particular one of your files, it is easy to click to see exactly whom you gave access to, and what kind of access each person has.
- It is super easy to shut off access to a particular person if you ever feel you need to do that.
- So no, it is not risky at all to do an ePCT e-handshake with somebody else.
- I invite you to do an e-handshake with me:  
**user\_US\_OPPEDAHL\_CARL\_2526**
- If you do, I will give you e-Viewer access to one of my files. I have permission of the applicant to do this.
- This will give you an opportunity to learn about this aspect of ePCT if you have not used it before.

## Action Steps

- In the extremely unlikely event that you yourself had not already gotten a WIPO user ID and password, of course do so.
- In the extremely unlikely event that you yourself had not already set up two-factor authentication for your WIPO user ID, of course do so.
- Pester everybody you know to get a WIPO user ID and password **now**, in advance of need.
- Pester everybody you know to set up two-factor authentication for their WIPO user ID **now**, in advance of need.
- Do an e-handshake **now** with each of these people, in advance of need.

## Types of Two-Factor Authentication Supported in ePCT

Types of 2FA supported include:

- Browser digital certificate
- Time-based one-time password
  - Using app on notebook computer
  - Using app on smart phone
- One-time password via SMS (text message)

## Never Rely on Just One Kind

- Always be sure to set up at least two distinct types of 2FA for your WIPO user ID
- This way if something goes wrong with one of the two ways, you can still use the other way to get the first way working again
- Never rely on just one kind of 2FA

## Browser Digital Certificate

This is absolutely the best way to go.

It saves lots of time and fuss and clicking every time you log in.

It proves that you are a power user.

All power users of ePCT use the browser certificate form of 2FA for their day-to-day work in ePCT.

But it means you need to back up your digital certificate and you need to save it somewhere that you can find it again later when your computer crashes and you have to reinstall your browser.

- You absolutely need to back it up.
- Did I mention you need to back it up?
- Learn how to back it up.
- Did I mention you need to back it up?
- Also, save your “passphrase” somewhere so that you can find it again two years from now when the time comes to renew your digital certificate.
- You really need to save your passphrase somewhere.
- Did I mention you need to save your passphrase somewhere so you can find it again two years from now?

## One-Time Password via SMS (Text Message)

- Texting is so yesterday.
- But it is an option.
- Sometimes you will be trying to log in and you will be someplace where there is no cell coverage.
- Or you are roaming someplace where you don't have text message service.

## Time-Based One-Time Password Using App on Smart Phone

- The people who use an app on their smart phone often pick Google Authenticator.
- There are many good apps for this and they all work fine.

## Scanning QR Code?

- Lots of people do the time-based-one-time-password setup by scanning a QR code.
- That's okay, but it is not what power users do.
- Power users do this by copying and saving the Secret Code Number.
- This permits setting up multiple apps on multiple devices.

## Time-Based One-Time Password Using App on Notebook Computer

- Power users use Winauth on their notebook computer
- This makes it super easy to copy and paste the six-digit code from Winauth into the site where they are logging in
- No need to memorize and peck in the six-digit code from the smart phone to the site where you are logging in

**Polling Question**

**Now Some Live Demo**



# Polling Question

## What Lies Ahead?

- Session 7 | Thursday, February 24 – E-Filing of the PCT Application and Docketing of PCT Thereafter
- Session 8 | Monday, February 28 – What to Do When the International Search Report and Written Opinion Arrive, Do You File a Demand?
- Session 9 | Wednesday, March 2 – Using ePCT for “Actions” Such as 92bis Requests, Communicating with ISAs

## What Lies Ahead?

- Session 10 | Friday, March 4 – Mechanics of Filing a Demand, Steps Before and After Filing the Demand
- Session 11 | Tuesday, March 8 – Understanding and Using the Five Kinds of PCT Declarations
- Session 12 | Thursday, March 10 – National Phase Entry Generally – Tips for Some Offices
- Session 13 | Monday, March 14 – Choosing between US National-Phase Entry and Bypass Continuation

## What Lies Ahead?

- Session 14 | Wednesday, March 16 – Best Practices and Procedure for US National-Phase Entry
- Session 15 | Friday, March 18 – Making Use of PCT-PPH, and Comparison with Track I and AE

**Now maybe a few questions?**

**Thank you!**

See you at the next session!